



**DEPARTMENT OF THE TREASURY  
DEPARTMENTAL OFFICES  
CAREER OPPORTUNITY**

*Office Support Assistant, GS-303-06  
(Promotion Potential to GS-07)  
MORE THAN ONE POSITION*

**This announcement is a solicitation for applications from all sources.  
No prior civil service is required. This is a career/career-conditional position**

**VACANCY ANNOUNCEMENT NUMBER 2002-128PLB**

**BECAUSE OF THE RECENT DISRUPTION IN MAIL SERVICE, APPLICANTS ARE STRONGLY  
ENCOURAGED TO E-MAIL OR FAX THEIR APPLICATIONS. PLEASE REFER TO  
"APPLICATIONS PROCEDURES" DESCRIBED IN THIS ANNOUNCEMENT.  
APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

**The Office of Personnel Resources will be accepting applications for this position from March 22, 2002,  
through April 05, 2002. All applications must be received by April 05, 2002.**

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**A full time (40 hours per week) position is available for a Office Support Assistant in the organization of  
Community Development Financial Institutions Fund (CDFI). The Fund is charged with promoting  
economic revitalization and community development primary through investment in and assistance to  
CDFIs and through encouraging insured depository institutions to increase lending, financial services  
and technical assistance to CDFIs and within distressed communities throughout the United States.  
Among other things, the Fund provides grants, loans, deposits, equity investments and technical  
assistance to organizations engaged in community development finance.**

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**The Office Support Assistant position includes duties and responsibilities that involve assisting the  
Administrative Services Manager with all aspects of the Administrative Services unit, specially including  
management and delivery of mail and packages including courier services; copying services; facilities  
maintenance; supply inventory management and distribution; furniture and IT inventory management;  
space management, and miscellaneous other duties and assignments.**

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**The Fund is located in the heart of downtown Washington, D.C. at 601 13<sup>th</sup> Street, NW, seconds away  
from the Metro Center, shops, restaurants, and less than 3 blocks from the Main Treasury Building  
located on the White House Complex.**

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**Additional information is provided on the reverse side of this announcement for Veterans, Status  
Candidates and Persons Eligible Under Special Appointing Authorities.**

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**A copy of this vacancy announcement is also available through OPM's web site at [www.usajobs.opm.gov](http://www.usajobs.opm.gov)  
or Treasury's web site at <http://intranet.treas.gov/sites/tvas>. Questions regarding this position may be  
answered by contacting Vera Jones at (202) 622-1104 or Jane Moody at (202) 622-1152 .**

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**You may email your application to [vera.jones@do.treas.gov](mailto:vera.jones@do.treas.gov) or fax your application to (202) 622-0161.**

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<b>BENEFITS:</b>	~ Salary \$28,253 - \$36,732 ~ 10 Paid Holidays ~ Paid Annual & Sick Leave ~ ~ Federal Employees Retirement Plan ~ Health/Life Insurance ~ ~ Incentive Awards ~ ~ Thrift Savings Plan (Similar to 401K plans)
<b>APPLICATION PROCEDURES:</b>	~ In order to assist you in preparing your application package, instructions and checklist are included with this announcement.
<b>QUALIFICATION REQUIREMENTS</b>	~ In accordance with the Office of Personnel Management's Group Coverage qualification standard for Clerical and Administrative Support Positions, dated 8/94, all candidates must possess one year of specialized experience. Specific examples of experience creditable as "specialized" is included below.

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Status candidates who wish to be considered under both merit promotion and OPM competitive procedures must submit two complete applications. When only one is received, it will be considered under merit promotion procedures only.

**Employment of People with Disabilities:** The Departmental Offices provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

**Veterans Employment Act of 1998:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

**Specialized Experience:** Specialized experience is experience which provides the applicant with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position and which is typically related to the work of the position to be filled. For this position, specialized experience includes, without limitation,

- Ability to operate complex copier equipment.
- Ability to operate Fedex and other shipping equipment
- Ability to utilize specialized software applications such as HEAT, Travel Manager, etc.

**Basis for Rating:** Applicants will be evaluated for this position based on their relevant experience (including voluntary experience), education, training, and awards as reflected in their application as of the closing date of this announcement. Status applicants will be rated and ranked based on values that are assigned to your experience to determine the best qualified. Therefore, to receive full consideration, applicants are encouraged to address the rating factors listed below. These rating factors may be addressed by using plain paper. Training records, awards, and supervisory appraisals will also be considered in the ranking process.

**Rating Factors:**

1. Ability to demonstrate organizational knowledge in order to provide quality customer support and services.
2. Ability to utilize office automated programs in order to process and document work assignments.
3. Ability to handle a variety of projects simultaneously in a fast paced environment.
4. Ability to communicate both orally and in writing.

Non status candidates are those applicants who have not been appointed to a permanent position in the competitive service. Upon request from the selecting official, all non status candidates who meet minimum qualification requirements will be forwarded to OPM for ranking and referral.

**Time-in-Grade:** Status applicants applying under merit promotion procedures must meet the time-in-grade requirements outlined in 5 C.F.R., Subpart F, i.e., at least 52 weeks at the lower grade level.

**Application Procedures:** In order to assure that you are given full consideration for this position, the information identified on the attached checklist should be included in your application package. All **REQUIRED** information must be received or you will not receive full consideration for this position. Application packages may be mailed to: Department of the Treasury, Office of Personnel Resources, 1500 Pennsylvania Avenue, NW (Metropolitan Square, Room 6213) Washington, DC 20220. Applications sent in government postage paid envelopes WILL be considered. Applications received under this announcement will not be returned. Therefore, do not submit original documents that you will need for your personal records. Copies will be accepted. Application packages may also be emailed to the address on the first page of faxed to the number on the first page. If emailed, please fax or mail any required additional forms.

**Note for CTAP/ICTAP Eligibles:** Treasury Career Transition Assistance Program (CTAP) eligibles in the local commuting area who are determined to be “well-qualified” for this position will be given selection priority consideration. Interagency CTAP eligibles in the local commuting area who are determined to be “well-qualified” for this position may apply for special selection priority over other candidates for this position. Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply under the Veterans Employment Act of 1998. In accordance with Treasury’s Career Transition Assistance Plan, a CTAP/ICTAP eligible will receive special selection priority consideration if 1) applying at or below the grade level from which separated with no greater promotion potential than the position from which separated, 2) is within the commuting area, and 3) is determined to be “well qualified” for this position. To be determined “well-qualified,” a candidate must be able to demonstrate that he/she has had specialized experience in the community development industry, including development finance. Candidates must submit documentation of eligibility under the Department of the Treasury CTAP/ICTAP for special selection priority: i.e., a copy of the certification/displacement letter, along with all other items listed in the “How to Apply” section of this announcement.

This is a career position.

Noncritical Sensitive - This position has been designated noncritical sensitive. The individual selected for this position will be subject to the necessary security investigation.

Executive Branch agencies are barred from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to the sender.

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**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION/NOAFFILIATION, GENETIC INFORMATION, MARITAL STATUS, OR PARENTAL STATUS.**

## APPLICANT CHECKLIST

This checklist is provided to assist you in preparing your application package. The items marked by an asterisk are **REQUIRED** and must be included in your application package for you to be considered for this position.

### JOB INFORMATION

- ☐ \*Updated SF-171, "Application for Federal Employment," OF-612, "Optional Federal Employment Application," or "Resume," or any other format your choose.
- ☐ Announcement Number
- ☐ Title and grade of the position applying for.
- ☐ Identify the lowest pay or grade level you will accept. *(You will not be considered for jobs which pay less than you indicate.)*
- ☐ \*Copy of most recent (nonperformance/non-incentive award) SF-50B, "Notification of Personnel Action." *(Status applicants only.)*

### PERSONAL INFORMATION

- ☐ First, last & middle name
- ☐ Mailing address *(with ZIP Code)*
- ☐ Social Security Number
- ☐ Day and Evening Phone Numbers *(with area code)*
- ☐ Country of Citizenship
- ☐ Highest Federal civilian grade held. Include job series and the dates you were at this grade level.

### WORK EXPERIENCE

- ☐ Describe specific duties & responsibilities.
- ☐ Include paid and volunteer work experience. *(Include title, grade & series if applicable)*
- ☐ Performance Appraisal
- ☐ Indicate if we may contact your supervisor.

### OTHER QUALIFICATIONS

- ☐ Job-related skills, accomplishments, and awards, (i.e. awards or special fellowships received, i.e., typing proficiency, skills with computers, speaking other languages, public speaking, membership to professional orgs.)
- ☐ Job-related qualifications must be described
- ☐ Job-related certificates & licenses *(current only)*
- ☐ Job-related training courses *(title and year)*
- ☐ Rating factors identified on the previous page. *(Factors may be addressed on bond paper.)*

### INFORMATION FOR VETERANS

- ☐ DD Form 214
- ☐ Proof of veterans' preference if applicable.

### PERSONS WITH DISABILITIES

- ☐ Letter of eligibility from the appropriate State Department Rehabilitation Service. *(This document is to be provided only if you are applying under a special appointing authority for individuals with disabilities.)*

### EDUCATION

- ☐ High School, address & zip code
- ☐ Date of diploma or GED.
- ☐ Colleges & Universities, address & zip code
- ☐ Identify majors, degree received, & date graduated (If you have not received your degree, show total credits earned and indicate whether semester or quarter hours.)
- ☐ \*College transcripts. *(If applicable)*